

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Director Of Public Works****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides oversight to the Department of Public Works and all functions involved in Streets and Bridges, Design and Construction, Transportation, Surveys, Stormwater, Waste Management, Management Services, Towing and Recovery, and Financial Management. Deals with the public, other departments and other agencies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides supervisory oversight by providing leadership, meeting with employees, performing personnel evaluations, addressing and resolving personnel issues and problems, representing employees in city-wide discussions, and leading efforts on hiring, training and development.
2	S	Provides functional management by submitting, executing and managing budgets, managing design and construction projects, managing decisions and policy decisions regarding departmental operations, and developing policies and procedure.
3	S	Coordinates project activities with agencies outside of the city and interfaces with civic leagues and business groups.
4	L	Serves as a member of city-wide committees and special assignments.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience.
Certifications and Other Requirements	Valid Driver's License, Professional Engineer
Reading	Work requires the ability to read legal documents, legislation, contracts, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence and technical documents.
Managerial	Managerial responsibilities include directing departmental projects, and allocating resources.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing, field work, inspections, supervision, observations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, field work, to/from office equipment
Lifting	R	Office supplies, files, folders, books, binders
Carrying	O	Office supplies, files, folders, books, binders
Pushing/Pulling	R	During construction or yard site visits
Reaching	O	During construction or yard site visits
Handling	R	Office supplies, files, folders, books, binders
Fine Dexterity	R	Computer keyboard, calculator, writing
Kneeling	R	During construction or yard site visits
Crouching	R	During construction or yard site visits
Crawling	N	
Bending	R	During construction or yard site visits, filing in file cabinet drawer
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, customer service, driving
Hearing	C	Telephone, staff, supervisor, citizens, community groups, meetings, training, presentations
Talking	C	Telephone, staff, supervisor, citizens, community groups, meetings, training, presentations
Foot Controls	R	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Windows and Office software, motor vehicle

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Construction sites or operation yards

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)